



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal for Competitive Grants

Bureau / Office	Office of Independent Education and Parental Choice
Title	Public Charter Schools Federal Grant Program 2004-2005 Dissemination Grant Application
Specific Funding Authority(ies)	Federal CFDA #84.282A – Title V, Part B, Subpart 1 (formerly Title X, Part C) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001
Funding Purpose	<p>Funding allows successful charter schools to assist other schools in adapting the charter school’s program or to disseminate information about the charter school and best practices. The Public Charter Schools Federal Grant Program, 2004-2005 Dissemination Grant award, is to assist other schools in adapting the charter school’s program (or certain aspects of the charter school’s program) or to disseminate information about the charter school, through such activities as:</p> <ol style="list-style-type: none">1. Assisting other individuals with the planning and startup of one or more new public schools, including charter schools, that are independent of the assisting charter school and the assisting charter school’s developers, and that agree to be held to at least as high a level of accountability as the assisting charter school;2. Developing partnerships with other public schools, including charter schools, to serve as mentors, that is designed to improve student performance in each of the schools participating in the partnership;3. Developing curriculum materials, assessments, and other materials that promote increased student achievement and are based on best practices within the assisting charter school;4. Conducting evaluations and developing materials that document the best practices of the assisting charter school and that are designed to improve student achievement; and5. Developing professional development models which address governance, personnel issues, finance and accounting, and accreditation methodology.
Target Population	Staff, students and parents in charter schools or traditional public schools.
Eligible Applicants	This application is only for local education agencies which have charter schools which have been in operation for at least three consecutive years and have demonstrated overall success, including: (1) Substantial progress in improving

student achievement; (2) High levels of parent satisfaction; and (3) The management and leadership necessary to overcome initial start-up problems and a thriving, financially viable charter school. All schools that received a school grade must have a school grade of “C” or above in 2003-2004. If the school did not receive a school grade, substantial academic progress must have been demonstrated and documented using an alternative assessment.

Applicants must provide sufficient information in the following areas for further consideration in the dissemination grant process.

- 1. Substantial student academic progress: Demonstrate how your charter school has experienced substantial progress in increasing student achievement.**
- 2. Parental satisfaction: Provide documentation that your charter school is considered to have high levels of parental satisfaction.**
- 3. Management and leadership: Provide documentation that your charter school has exhibited the management and leadership necessary to overcome initial start-up challenges and has established a thriving, financially viable school.**

Staff in the Department of Education will determine whether the responses to the three areas above sufficiently meet the following criteria to be qualified for additional review:

1. Substantial progress:

The applicant provides sufficient, reliable data, scores and/or other objective measures which prove substantial progress has been made to increase student achievement.

2. Parental satisfaction:

The applicant documents evidence of high levels of parental satisfaction. Data are provided to indicate that satisfaction has been expressed by the majority of parents whose children attend the school.

3. Management and leadership:

The applicant describes how the school’s management and leadership have successfully overcome initial start-up challenges. The applicant provides evidence that the school is financially sound.

Application Due Date

October 15, 2004 by the close of the business. The due date is the date of receipt of the grant by the Bureau of Grants Management at the Florida Department of Education. It is not the postmark date.

Delivery Address	Bureau of Grants Management, Unit C, 325 West Gaines Street, Room 325, Tallahassee, Florida 32399-0400 Telephone number (850) 245-0498
Contact Person	Ms. Karen Bennett, Program Specialist Telephone: (850) 245-0502 Fax: (850) 245-0875 Email: Karen.Bennett@fldoe.org
Total Funding Amount	Approximately \$2.1 million is available to eligible applicants under the provisions of the Public Charter Schools Federal Grant Program, 2004-2005 Dissemination Grant Competition. Approximately 10 - 20 projects are expected to be awarded through this grant competition.
Range of Awards	Grant awards may range from approximately \$100,000 to \$200,000.
Budget Period	November 1, 2004 to September 30, 2005
Additional Years of Funding	Applicants may submit a proposed project for up to two years, with a budget for no more than one year. Funding for the second year will be contingent upon the successful implementation of the first year project goals, satisfactory completion of the midyear report, the availability of funds, and a satisfactory rating by Department of Education staff.
Funding Method	Federal Cash Advance
Local Match	Not Applicable.

General Terms, Assurances and Conditions for Participation in Federal and State Programs

The Department of Education has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

- **34 CFR Part 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;**
- **applicable regulations of other Federal agencies; and**
- **state regulations and laws pertaining to the expenditure of state funds.**

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at <http://www.firn.edu/doe/comptroller/gbook.htm>

School Districts, Community Colleges, Universities and State Agencies

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

Private Colleges, Community-based Organizations, and Other Agencies

In order to complete requirements for funding, applicants must submit the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non-public agencies must also submit copies of the organization's current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by an independent certified public accountant licensed in this state. **These items must be submitted prior to the issuance of a project award**

Conditions for Acceptance

To be accepted for further consideration, all applications submitted to the Department of Education must include:

- DOE 100A, with the original signature of the agency head or designee and the charter school principal or board chair.
- If the DOE 100A is signed by someone other than the agency head, a current letter from the agency head must be attached authorizing them to sign on behalf of the agency head.
- Assurance page with original signature of the charter school principal or board chair.
- DOE 101 Budget Narrative page.
- Lobbying/Debarment Forms with original signature of the charter school principal or board chair.

The application must be received no later than the close of the business day on October 15, 2004. Applications not received by Grants Management by the close of business will not be eligible for funding.

Technical / Format Requirements

Submit one original and five copies of the project application. The narrative shall not exceed 30 typewritten, double-spaced pages and meet a minimum font size of 12-point. Failure to meet the format requirements will result in a deduction of 10 points. As a courtesy to our reviewers, when responding to the RFP, follow the order of the narrative format. Failure to do so will result in loss of 5 points.

Funding Priorities

None

Narrative Requirements

Abstract or summary **Not Scored**
In one page or less, provide a summary of your project.

1. Objectives **25 Points**

Provide a minimum of five measurable objectives for the project that are specific, quantifiable, attainable and time-phased. One of the objectives must address the initiative, Just Read, Florida!.

2. Rationale **15 Points**

Provide reasons why your approach and/or product should be considered a “best practice,” worthy of dissemination. As a charter school applying for the dissemination grant, you must include in the rationale how the project will result in increased student/school achievement or higher levels of accountability, and/or improved professional practices. Indicate the relationship of the project to the reading initiative, specifically, Just Read, Florida! Indicate what types of support the proposed project provide. In keeping with the Department of Education’s strategic plan, your rationale must include quantifiable elements and data.

3. Need for Project **10 Points**

Provide details of the method or process used to establish the need for the project. Describe how the project matches the need for the program. Include the criteria used in choosing all recipient persons or schools that will benefit from the project. “Persons” include students, faculty, staff, parents, etc. “Schools” include charters, non-charters, districts, etc. In the case of assisting others with starting a school, the applicant should show that the recipient school(s) would agree to be held to at least as high a level of accountability as the assisting school.

4. Methodology **10 Points**

Provide the project period [not to exceed two years] and the methods for meeting all objectives. Describe all the methods as activities in detailed time lines.

5. Personnel/Contract **5 Points**

Note: Unless the applicant provides a strong rationale, grant-paid personnel must be kept to a minimum.

Describe the qualifications of the individual(s) responsible for the project and any additional staff. Provide the tasks assigned to each person with the amount or percentage of time, including in-kind, each individual will be assigned to the project. Describe any contracted services and explain why they are necessary.

6. Parental Involvement **5 Points**

Describe how parents have been or will be involved in the planning and implementation of the project.

7. Evaluation **5 Points**

Describe your plan for formative and summative evaluations, including how you will use evaluations for improving the project. Evaluations must include quantifiable data. Describe how you will select and engage the third-party evaluator.

8. Dissemination **10 Points**

Describe in detail the deliverable product(s) resulting from the project and the methods you will use to disseminate information about the products to appropriate populations.

9. Fiscal Approach **5 Points**

Describe the fiscal arrangements between the school district budget office and the charter school, providing specific tasks and responsibilities of each for handling accounts payable, maintaining records and ensuring fiscal accountability among other duties.

10. Sustainability **5 Points**

Describe how the project will be continued beyond the funding period.

11. Required Attachments **5 Points**

Scoring Criteria

1. Objectives

25 Points

Applicant provides five measurable objectives that are specific, quantifiable, attainable and time-phased. All major and necessary outcomes of the project are included in the objectives. One objective effectively supports the reading initiative, Just Read, Florida! Objectives are appropriate outcomes for dissemination of best approaches or best practices and should result in raising student achievement, especially by improving reading and FCAT performance, improving accountability, or both.

2. Rationale

15 Points

Applicant provides reasonable and logical reasons why its approach or product should be considered a best practice. If the school is a mentoring or partnership of schools, applicant demonstrates the reasons it should be considered a model and how staff can provide or share leadership to other schools. If curriculum, materials or professional development will result from the project, applicant demonstrates how the product is innovative or how it will improve learning, specifically reading, accountability or educational administration.

3. Need for Project

10 Points

Applicant used relevant and reliable methods that clearly justified the need for the project. Applicant understands the needs of recipient persons and schools and confines the project to those most receptive and likely to benefit from the project. Applicants for projects that will assist school(s) with start-up(s) sufficiently demonstrate that the beneficiary schools agree to be held to at least as high a level of accountability as the assisting school.

4. Methodology

10 Points

The project period is appropriate for obtaining anticipated results. All objectives are addressed in the methodology. The project includes efforts to coordinate activities with key persons responsible for Just Read, Florida!. Applicant provides realistic and detailed time lines for all significant activities. The schedule accommodates other activities required of the project, such as formative and summative evaluations, dissemination of products, workshops, and any other activity associated with the project.

5. Personnel/Contract

5 Points

Reminder: Unless there is convincing justification, personnel costs must be kept to a minimum.

The lead person(s) has/have been instrumental in developing the model or best practice. All staff have appropriate background and qualifications to perform responsibilities assigned to them. Staff time allocated for the project is sufficient, but time paid by the grant is minimal unless the applicant provides a strong rationale otherwise. Contracted services are appropriate and reasonably priced.

6. Parental Involvement

5 Points

Parents have been or will be involved in the project, either as primary or secondary participants, in planning and/or implementation. Parents have meaningful roles in providing input and/or feedback. The project provides effective methods for responding to parental concerns.

7. Evaluation**5 Points**

Applicant's evaluation plan is appropriate for the project. Major indicators of achieving each objective will be considered and, if applicable, quantitative and qualitative performance analyzed. The applicant has a sound plan for identifying and engaging the third-party evaluator, and involving the evaluator in both formative and summative evaluations.

8. Dissemination**10 Points**

Applicant is specific about the deliverable product(s) resulting from the project. Applicant provides a comprehensive dissemination plan, correctly identifying appropriate audiences, and the most effective means for reaching those audiences.

9. Fiscal Approach**5 Points**

Roles of budget officers in the district office and the charter school are clearly assigned and methods of coordination described. The plan should provide proper stewardship of funds.

Expenditures listed in the budget are necessary to achieve project objectives. Justification for expenditures is comprehensive and includes accurate estimates of costs. Payment for the third-party evaluator is included if there is no other provision, as well as costs that would be incurred to disseminate the results of the project at the Annual Florida Charter School Conference.

10. Sustainability**5 Points**

Applicant has a sound plan to continue the project beyond the funding period. Applicant either provides evidence of administrative support for the project or a plan to secure administrative support.

11. Required Attachments**5 Points**

Each section of the narrative has an assigned point value. An applicant must receive a minimum score of 70 to be considered for funding. A scoring checklist will be given to each reviewer. Each grant reviewed which does not meet the technical format will be deducted ten points. Additionally, grants which do not follow the RFP format may receive a point deduction. Reviewers will allow 5 points for the completeness of the required attachments. Projects which include a mentoring component must include letters of commitment from the governing board of each school the will be mentored.

Fiscal Requirements

Federal guidelines do not allow recipients to use these grant funds for expenditures which were encumbered prior to the official project period of a grant award, as established by the date of the Commissioner's project award notification document.

A charter school may not use dissemination project funds, either directly or through a contractor, for marketing or recruitment activities designed to promote itself and the enhancement and operation of the school. Project budgets should include a travel line item for both in state and out of state travel.

Applicants may submit a proposed project for up to two years, with a budget for no more than one year. Funding for the second year will be contingent upon successful implementation of year one of the project, the availability of funds, completion of the midyear report, student academic accountability performance, and a satisfactory rating by Department of Education staff.

A local educational agency may not deduct funds for indirect costs, including administrative fees or expenses from a sub-grant awarded to an eligible applicant, unless the eligible applicant enters voluntarily into a mutually agreed upon arrangement for administrative services with the relevant local educational agency. Absent such approval, the local educational agency shall distribute all funds to the eligible applicant without delay.

The charter school must provide to the Florida Department of Education's Office of Independent Education and Parental Choice a quarterly financial report of expenditures related to the project. This report should be directed to the Department of Education contact person.

Required Attachments

- A copy of the current charter application.
- A copy of the current approved charter contract.
- 2003-2004 Charter School Annual Report.
- 2003-2004 Independent Financial Audit Report.
- Authorization Letter: If the signature on the DOE 100A is other than the superintendent/agency head, a letter authorizing that individual to sign must be attached.
- Mentoring schools must include letters of support from the governing board of each school.

Method of Answering Frequently Asked Questions or Providing Changes or Addenda

The method for answering questions, providing any changes to dates, and/or, any clarifications or addenda to the RFP will be found on the following website: <http://www.fldoe.org>; click on **School Choice** in the column under Parents; click on charter schools.

Friday, October 8, 2004 is the last day questions can be answered.

Notice of Intent to Apply

The deadline date to notify the contact person of Intent-to-Apply is September 3, 2004. Send the notification by e-mail or fax. The Notice of Intent to Apply must include the applicant's email address. The Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to frequently asked questions and competition updates. Conversely, eligible charter schools that file a Notice of Intent-to-Apply are not required to apply.

Method of Selection

There will be a maximum of three days for the review of dissemination grant applications. The number of reviewers will be based on the number of grant applications received. There will be three readers for each grant. No reader will review more than ten grants. No member of the review committee will review grants from his or her own district or school. The review committee will consist of individuals representing the state's demographic and geographic makeup, include charter school operators, district charter school contact persons, charter stakeholders, appropriate staff from the Department of Education, and representatives from other stakeholder groups.

Implementation Requirements

Project amendment forms may be found in the [Project Application and Amendment Procedure for Federal and State Programs Administered by the Department of Education](http://www.firn.edu/doe/comptroller/gbook.htm) (Green Book)
<http://www.firn.edu/doe/comptroller/gbook.htm>

Reporting Outcomes

The applicant will provide an end-of-year report in narrative form. The end-of-year report is a summary of the project activities, including financial expenditure information. The report also will allow you to request consideration for a continuation project award if funds are available and the Department of Education deems the continuation worthy. The deadline for submission of the end-of-year report to the Department of Education is October 30, 2005. Each applicant must submit quarterly reports. The quarterly reports are due on December 17, 2004, March 15, 2005 and June 15, 2005. Each quarterly report will consist of the DOE 399 and a minimum one-page single spaced narrative which demonstrates progress made towards reaching the goal(s) of the project. The narrative must be in quantifiable and measurable terms. The final evaluation report must include a third party evaluation. All tangible work products or activities related to the project must be submitted with the final evaluation report. All reports will be submitted to:

**Office of Independent Education and Parental Choice
Florida Department of Education, Room 522
325 West Gaines Street
Tallahassee, Florida 32399-0400.**

Attachments to the RFP

DOE 100A
DOE 101
Assurance Page
Lobbying/Debarment Form

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Bureau of Grants Management Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498	A) Program Name: PUBLIC CHARTER SCHOOL FEDERAL GRANT PROGRAM 2004-05 DISSEMINATION GRANT APPLICATION	<u>DOE USE ONLY</u> Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <hr style="border: 1px solid black;"/> DOE USE ONLY Total Approved Project: \$ _____	D) Applicant Contact Information	
	Contact Name: _____	Mailing Address: _____
	Telephone Number: _____	SunCom Number: _____
	Fax Number: _____	E-mail Address: _____
CERTIFICATION		
<p>I, _____, <i>(Please Type Name)</i> do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p>		
E)	Signature of Agency Head	Signature of Charter Head



Instructions for Completion of DOE 100A

- A. If not pre-printed, enter name of the program for which funds are requested.
- B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C. Enter the total amount of funds requested for this project.
- D. Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
- E. The original signature of the appropriate agency head is required. The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the governing board for other eligible applicants.

Note: Applications signed by officials other than the appropriate agency head (must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

DOE 101 Instructions

Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

(DOE USE ONLY)

COLUMN 1 - OBJECT:

SCHOOL DISTRICTS: Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGES: Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES: Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

OTHER AGENCIES: Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN 2 – ALL APPLICANTS:

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- **SALARIES:** Describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES:** Describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES:** Describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS:** Provide the agency name and description of the service(s) to be rendered.
- **TRAVEL:** Provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY:** Provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST:** Provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE: Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

COLUMN 4

AMOUNT: Provide the budget amount requested for each object code.

TOTAL: Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.

Instructions for the Completion of Assurances

Respond to assurance statements by marking the appropriate boxes and signing the form. On a separate page, attach an explanation for any statement that is marked "No."

<u>ASSURANCES</u>	<u>Yes</u>	<u>No</u>
1. Funds received under this grant will be used to supplement and, to the extent practical, increase the level of funds that would be made available from nonfederal sources, and in no case will such funds be used to supplant funds from nonfederal sources.	___	___
2. Activities will be implemented which are consistent with state and federal fiscal and program requirements.....	___	___
3. The charter school will maintain accurate and timely project records which document progress in implementing this project, and which demonstrate compliance with all state and federal fiscal and program requirements.....	___	___
4. The charter school and the district will provide all information required by the Florida Department of Education for fiscal audit, program evaluation and annual reporting to the U.S. Department of Education.	___	___
5. The charter school will provide the U.S. Secretary of Education and the Florida Department of Education any information that may be required to determine if the charter school is making satisfactory progress toward achieving the objectives described in its charter.	___	___
6. The charter school will cooperate with the U.S. Secretary of Education and the Florida Department of Education in evaluating the charter school assisted under this program.	___	___
7. The charter school will submit a timely annual report to the school district and to the Department of Education, as required by Section 1002.33, Florida Statutes, containing all the information required by law.	___	___
8. The charter school will create and maintain a accurate and up-to-date Charter School Profile on the Florida portion of the U.S. Department of Education charter school website, in order to provide the public with more accurate and timely information about all Florida charter schools.....	___	___
9. All 13 of the Federally required issues listed on DOE Page 5 have been addressed in this grant application. (These issues may be addressed directly in the charter school proposal attached to this grant application, by additional discussion in the narrative portion of this application, or by inclusion in the above list of assurances)	___	___

Signature of Charter Applicant _____ Date _____

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by Section 1352, title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 --

- A.** The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B.** Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610--

- A.** The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantees policy of maintaining a drug free workplace;

<p>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and</p> <p>(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;</p> <p>(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);</p> <p>(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--</p> <p>(1) Abide by the terms of the statement; and</p> <p>(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p> <p>(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant;</p> <p>(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --</p> <p>(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or</p>	<p>(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).</p> <p>B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (street address, city, county, state, zip code)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Check <input type="checkbox"/> if there are workplaces on file that are not identified here.</p> <p>Drug-Free Workplace (Grantees who are Individuals)</p> <p>As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --</p> <p>A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and</p> <p>B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant.</p>
<p>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.</p>	
<p>NAME OF APPLICANT</p>	
<p>PRINTED NAME AND TITLE OF AUTHORIZED CHARTER SCHOOL REPRESENTATIVE</p>	
<p>SIGNATURE</p>	<p>DATE SIGNED</p>

**PUBLIC CHARTER SCHOOL FEDERAL GRANT PROGRAM
DISSEMINATION GRANT
2004-2005**

Grant Application Checklist

Reviewer's Initials _____

Date Reviewed _____

Name of Charter School _____

Funds Requested _____

Funds Recommended _____

1. Objectives **25 Points Max** _____

Provide at least five measurable objectives for the project that are specific, quantifiable, attainable and time-phased. One of the objectives must address the initiative, Just Read, Florida!

2. Rationale **15 Points Max** _____

Provide reasons why your approach and/or product should be considered a "best practice," worthy of dissemination. Include the rationale for how the project will result in increased student achievement and/or higher levels of accountability and/or improved professional practice.

3. Need for Project **10 Points max** _____

Provide details of the needs assessment or other process used to establish the need for the project. Include the criteria used in choosing all recipient persons or schools to benefit from the project. "Persons" includes students, faculty, staff, parents, etc. "Schools" includes charter, non-charter, districts, etc. In the case of assisting others with start-up of schools, the applicant should show that the recipient school(s) would agree to be held to at least as high a level of accountability as the assisting school.

4. Methodology **10 Points** _____

Provide the project period [not to exceed two years] and the methods for meeting all objectives. Express all the methods as activities in detailed time lines.

5. Personnel/Contract **5 Points** _____

Note: Unless the applicant provides a strong rationale, grant paid personnel must be kept to a minimum.

Describe the qualifications of the person responsible for the project and any additional staff. Provide the tasks assigned to each person with the amount or percentage of time, -- including in-kind -- each individual will be assigned to the project. Describe any contracted services and explain why they are necessary.

6. Parental Involvement **5 Points** _____

Describe how parents have been or will be involved in the planning and implementation of the project.

7. Evaluation **5 Points** _____

Describe your plan for formative and summative evaluations, including how you will use evaluations for improving the project. Describe how you will select and engage the third-party evaluator.

8. Dissemination and Marketing **10 Points** _____

Describe in detail the deliverable product(s) resulting from the project and how you will distribute the methodology and results to appropriate entities.

9. Fiscal Approach **5 Points** _____

Describe the fiscal arrangements between the district office and the charter school providing specific tasks and responsibilities of each for handling accounts payable, maintaining records and ensuring fiscal accountability among other duties.

10. Sustainability **5 Points** _____

Describe how the project will be continued beyond the funding period.

Required Attachments **5 points** _____